



SHOP RULES

1. **SAFETY IS PARAMOUNT!** NO PUSHING, HORSEPLAY, RUNNING, ETC. IN THE SHOP AREA.
2. NEVER USE A PIECE OF EQUIPMENT YOU HAVE NOT BEEN AUTHORIZED TO USE BY THE INSTRUCTOR.
3. EYE PROTECTION MUST BE WORN AT **ALL** TIMES WHEN IN THE SHOP. **THERE ARE NO EXCEPTIONS.**
4. WORK SAFELY AND CAREFULLY. RUSHING MAY CAUSE INJURY TO YOU OR OTHERS.
5. OBSERVE ALL SAFETY RULES AND MAKE SURE OTHERS DO THE SAME.
6. NEVER MISUSE/PLAY WITH SAFETY EQUIPMENT. IT IS MEANT FOR EMERGENCIES ONLY. THE CONSEQUENCES WILL BE SEVERE.
7. STUDENTS ARE NOT ALLOWED IN THE SHOP WITHOUT THE INSTRUCTOR PRESENT.
8. NOTIFY THE INSTRUCTOR **IMMEDIATELY** IF YOU ARE INJURED. EVEN SMALL CUTS CAN GET INFECTED IF NOT TREATED.
9. DO NOT BRING ANYTHING INTO THE SHOP THAT COULD BE DISTRACTING TO YOU OR OTHERS. THIS INCLUDES **CELL PHONES, MP3 PLAYERS, SPORTS EQUIPMENT, ETC.**
10. DO NOT TOUCH OR HANDLE OTHER STUDENTS PROJECTS WITHOUT THEIR PERMISSION.
11. NEVER LEAVE THE SHOP WITHOUT THE INSTRUCTORS WRITTEN PERMISSION. THERE IS **NO** REASON TO GO UPSTAIRS.
12. STOP WORKING WHEN CLEANUP IS CALLED, PUT YOUR PROJECT AWAY, HELP CLEAN UP, PUT AWAY TOOLS, ETC. NO ONE SHOULD BE IN THE CLASSROOM UNTIL THE LAB IS CLEANED.
13. RETURN ALL TOOLS TO THEIR PROPER PLACE WHEN FINISHED WITH THEM. INFORM THE INSTRUCTOR WHEN TOOLS ARE BROKEN OR NEED ADJUSTMENTS. ALWAYS CARRY SHARP TOOLS POINT DOWN.
14. STUDENTS WILL BE **DISMISSED BY THE INSTRUCTOR** WHEN ALL TOOLS ARE RETURNED TO THEIR PROPER PLACES, THE SHOP IS CLEAN, AND THE BELL HAS RUNG. **NO ONE LEAVES UNTIL DISMISSED.**
15. NEVER DEFACE, MUTILATE, OR DESTROY SHOP TOOLS OR EQUIPMENT. STUDENTS THAT DAMAGE TOOLS OR EQUIPMENT WILL BE REQUIRED TO REPAIR OR REPLACE THE DAMAGED PART/ TOOL AFTER SCHOOL HOURS. REPEAT OFFENDERS WILL BE REMOVED FROM THE CLASS.

STUDENT PRINTED NAME _____ CLASS PERIOD _____

STUDENT SIGNATURE _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ DATE _____